COMPLETING THE ANNUAL LOCAL EVALUATION TEMPLATE (ALERT) ONLINE THROUGH PPICS

Contents of this Guide

About ALERT

- Collected through PPICS during summer following the reporting program year
- Facilitates consistent reporting statewide
- Affords opportunities to report information unique to your program
- Information submitted in multiple online sessions
- Downloadable as hard copy

Preparing to Complete the ALERT

- Official e-mail notification from VDOE
    - Submission deadline
    - Basic instructions for online completion
    - Blank template attached as PDF for review
- ALERT must be completed for <u>each</u> center within each grant
- Please plan sufficient time to complete your reports.
- Before completing the ALERT, print or have available the following:
    - [Virginia's 21st CCLC Evaluation System](#)
    - This Guide to Completing the ALERT
    - VDOE notification e-mail with instructions

The Online Submission Process: A Step-by-Step Guide

Log into PPICS

- http://ppics.learningpt.org/ppics/index.asp
- General Login Tips:
    - If you have more than one grant, <u>each grant</u> has a <u>separate</u> username and password.
    - **Note:** Your username and password are **case-sensitive**
        - Type both exactly as they appeared when first administered to you.
- Changing your PPICS Password:
    - <u>10</u> or fewer characters
    - <u>No</u> spaces
    - <u>Notify CREP</u> as soon as possible of the change.
        - Or *PPICS* will let you in
        - But you will not have access to the *ALERT*

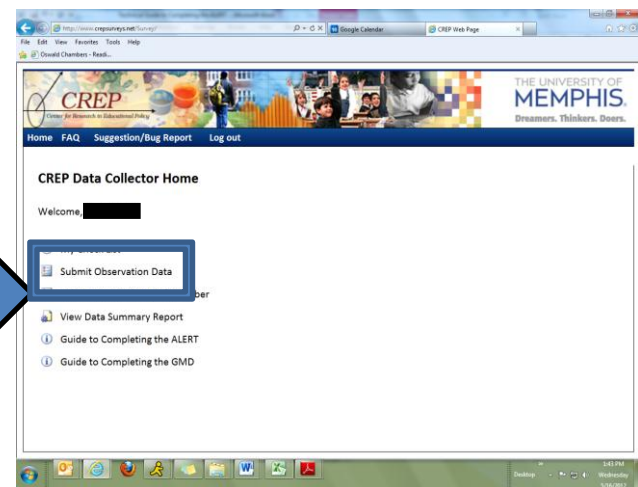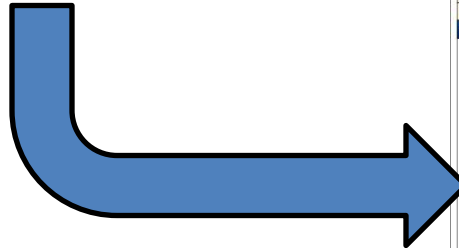- If you have successfully logged into PPICS, you will see your *PPICS Home Page*.

On the PPICS Home Page

(1) Scroll down to *Other Resources*

(2) Select SMS System at CREP

(3) A new window will open to your *SMS Home Page*
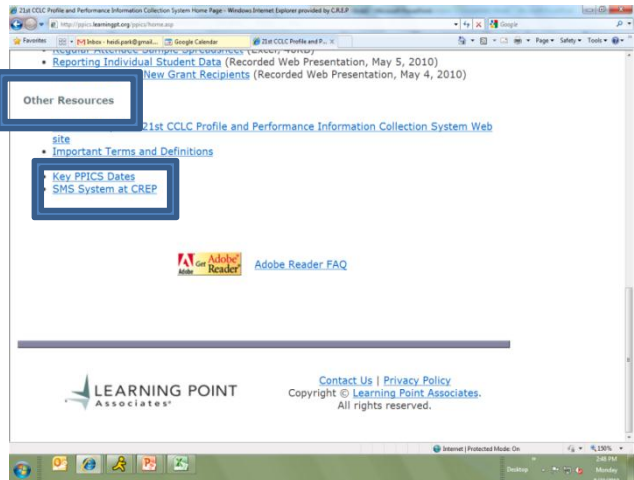
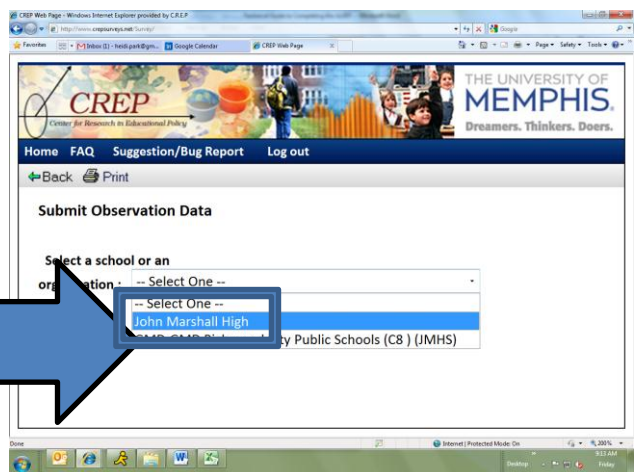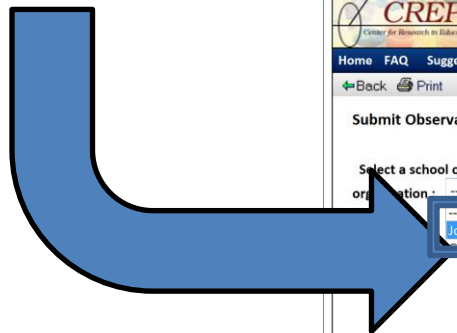## On the SMS Home Page

(1) Click on Submit Observation Data

(2) Select a <u>center</u> from the drop-down list.

  o **Note:** It should correspond with the name of a center in your grant in PPICS.

  ▪ **Ex:** John Marshall High

- **Ex (multiple centers):** Christianburg Middle School, Shawsville Middle School, etc.
  - **Note:** If you have multiple centers, you will need to complete a separate ALERT form for each one.
  - **Note:** If you see that one of your centers is missing from this list, please contact CREP.

(3) Click on Select to open the ALERT form.

(4) Begin completing the ALERT.
  1. Click on the calendar icon. Select the date the ALERT was completed.
     - Format for Typing: *May 16, 2012*
       - Use 3-character month notations:
         - **Ex:** Jun, Jul
       - Not 5/16/2012
       - Not in future

2. Scroll down to view and complete the remainder of the form
   - Enter (or copy and paste) text into fields
   - Click checkboxes to select responses

(5) When you have finished, click on Preview to review all of your responses before submitting the template

   o Preview mode:

(6) If you have made an error
   1. Click on Back to correct

   2. When ready to submit or save draft, click on Preview again
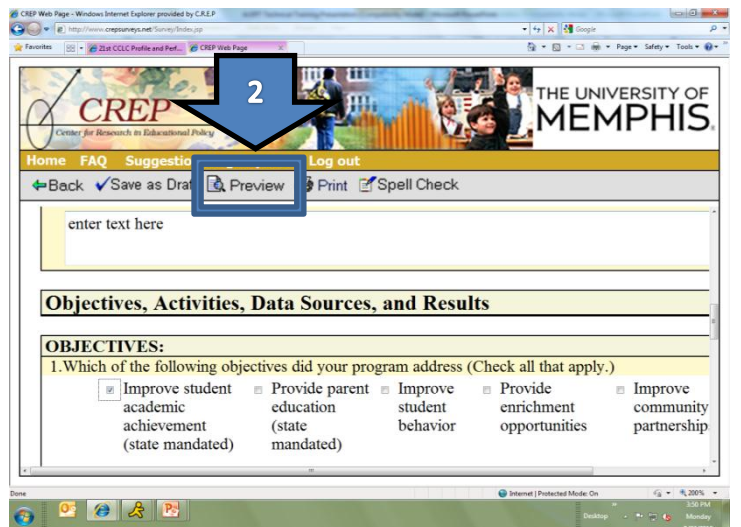
If You Need to Leave the Computer

- Your online session may time out, so back up your work.
  o Print a copy
  o Save a draft
- You may do either at any time while working.

Print a paper copy as a backup

- You may print a paper copy without leaving the form. The print dialog box will pop up.
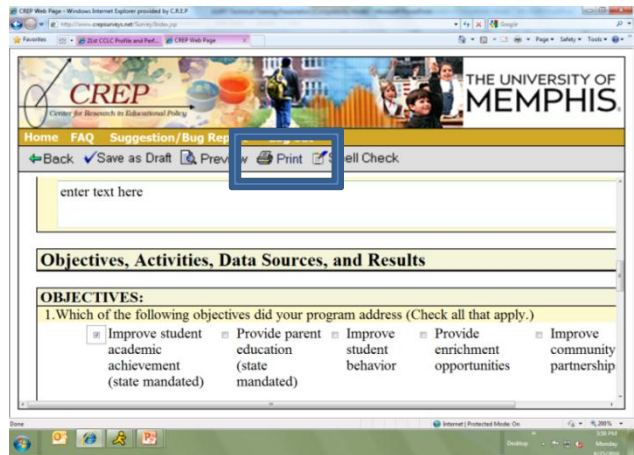
Save as Draft to return to later

(1) Click Save as Draft
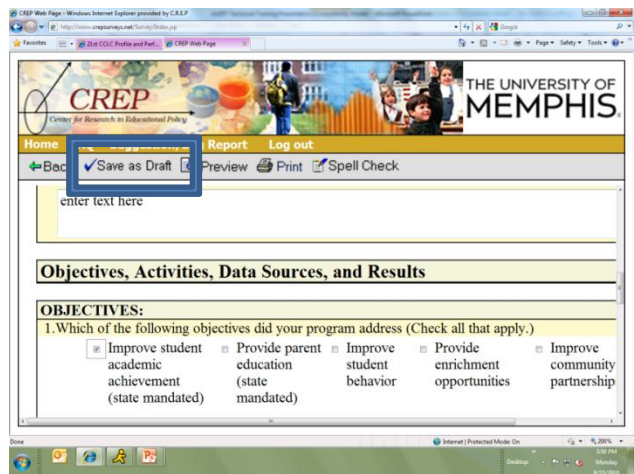
(2) Follow the instructions that appear in all subsequent windows. You will be prompted to enter your email address. Click OK.
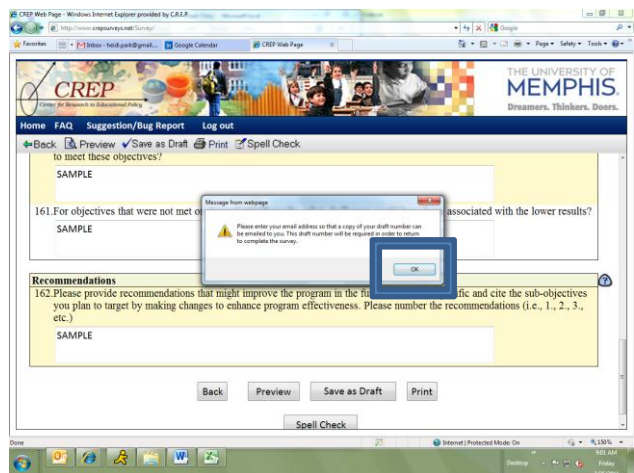
(3) Enter your email address.
   o **Note:** You will not be allowed to *Save as Draft* without entering your email address.

(4) Click **OK** to acknowledge that you understand the *Save as Draft* feature.

(5) Write down the draft number. You will need this number to return to the document and resume entering data. You will also be emailed a copy of that draft number.
   o **TIP:** Print the page
   o crep@memphis.edu will email you a copy of that draft number
      ▪ *Subject: DRAFT Confirmation and Reminder from the CREP Survey Website*
      ▪ Please do not reply to the sender. If you have any questions or concerns, please forward the reminder email to hmpark@memphis.edu.

Opening a previously saved draft
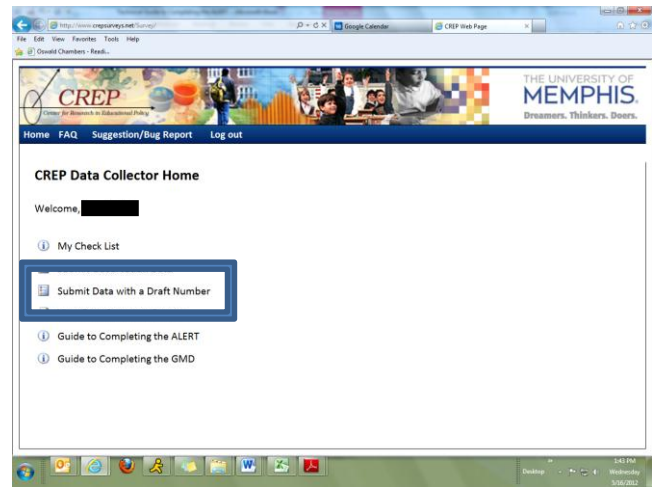
Submit data with a draft number

(1) Go to the *SMS Home Page*
(2) Click on Submit Data with a Draft Number

(3) Enter the draft number
- o Your <u>last</u> saved draft
  - **Ex:** 1082500
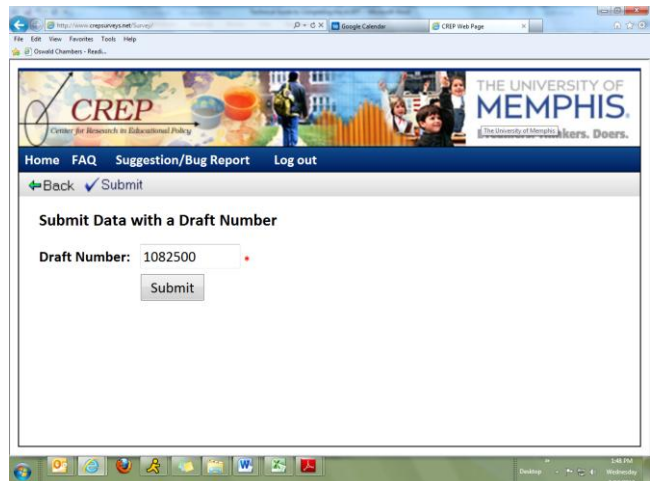
(4) Complete the rest of your submission.
(5) You may repeat the *Save as Draft* process as many times as you need to complete the report.
- o Remember to always use your last draft number to pick up where you left off.

Submitting your completed report

(1) Click Preview to review all of your responses.

(2) If you are satisfied with your report, click Submit.
- o Once you submit, you will not be able to make any changes to your submission.

(3) You will receive a confirmation number.
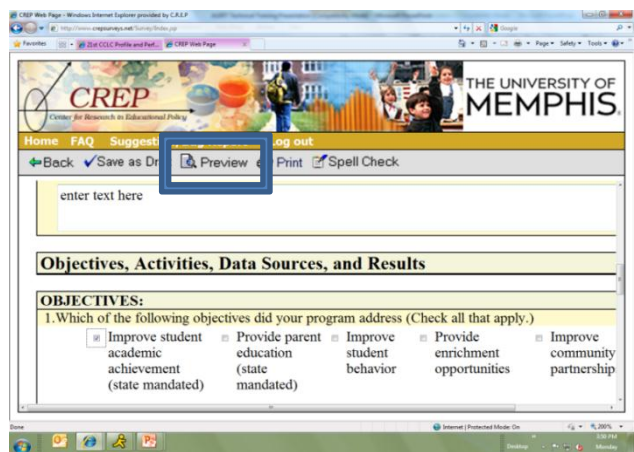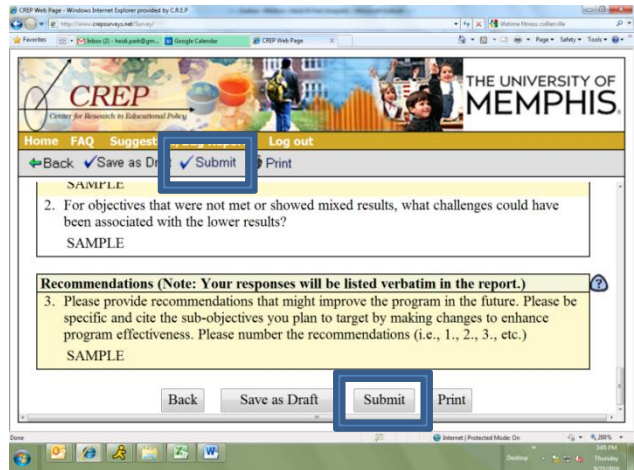- o **TIP:** Print the page for your records.
- o **TIP:** Enter your e-mail address
- o crep@memphis.edu will email you a copy of that confirmation number
  - ▪ *Subject: Submission Confirmation from the CREP Survey Website*
  - ▪ Please do not reply to the sender. If you have any questions or concerns, please forward the confirmation email to hmpark@memphis.edu with a description of your concern.
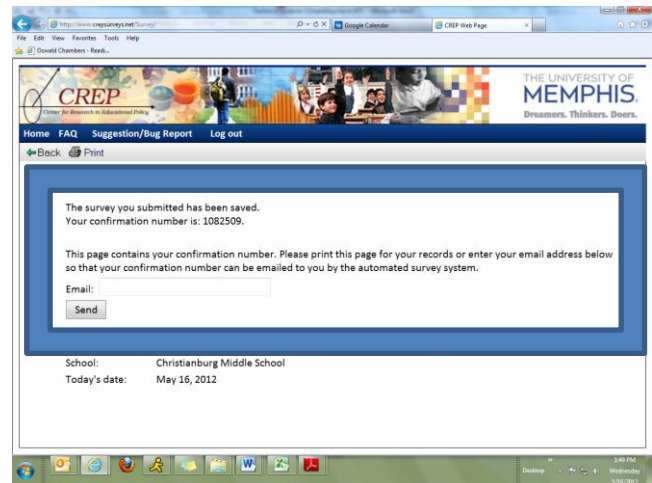
(4) The system will return you to the center selection page. Click OK and then select another center from the drop-down list.
- o If you have only one center, click on Log out to exit the system.
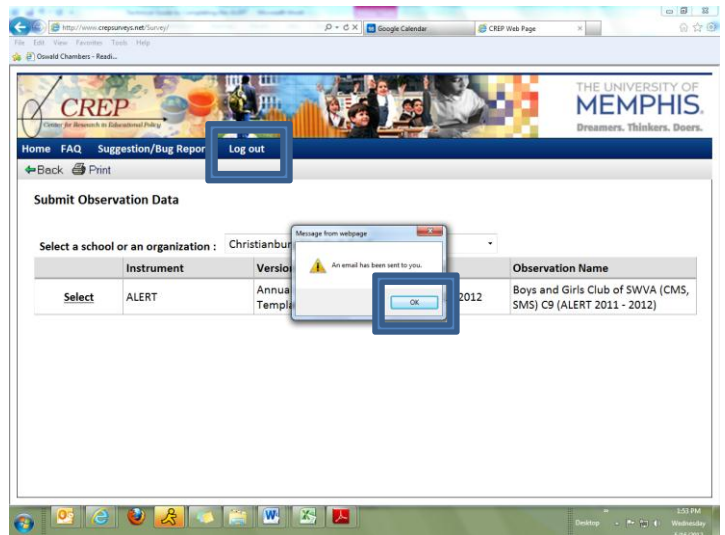
If you have another center associated with your grant, and you have begun a new session
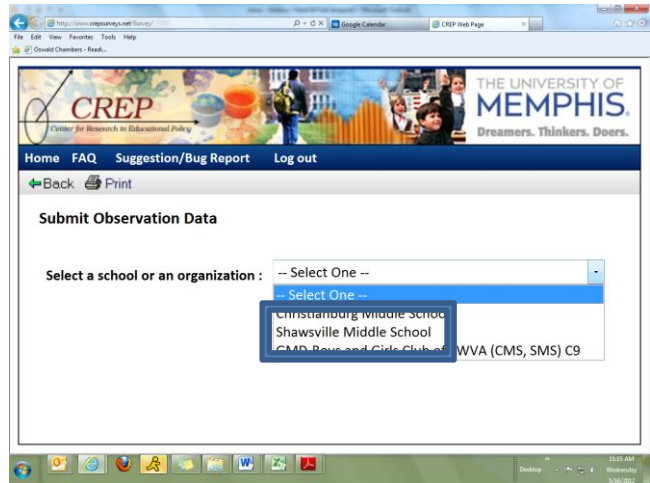
    (1) Go to the *SMS Home Page*

    (2) Click Submit Observation Data
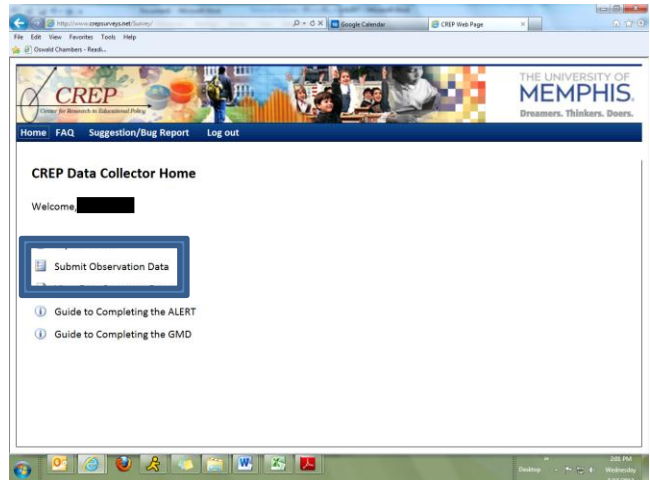
    (3) Select the next center from the list.

    (4) Complete your submission.

Viewing your submitted ALERT report

(1) Go to the *SMS Home Page*
(2) Click View Data Summary Report
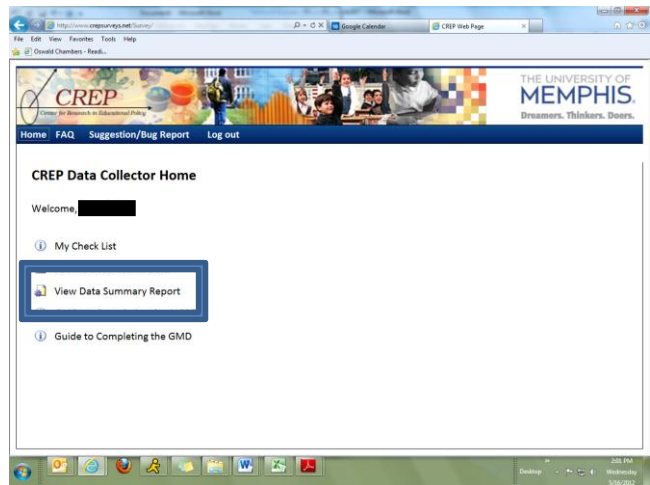
(3) Click on CCLC - Virginia
   o The entire row will be highlighted in yellow.
   o Ignore the top portion of the page, including both drop-down menus.
(4) Click on School and Org Reports
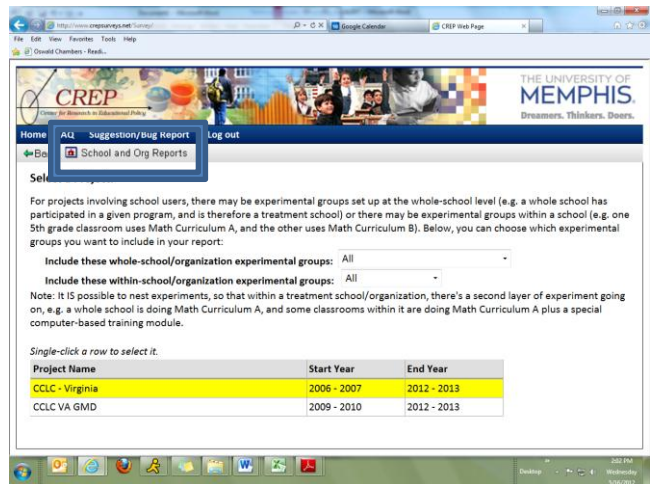
(5) The available reports are organized by school and non-school centers. Check the boxes next to the center or centers for which you wish to see a summary report.
   o If you check more than one box, the data for those centers will be aggregated.
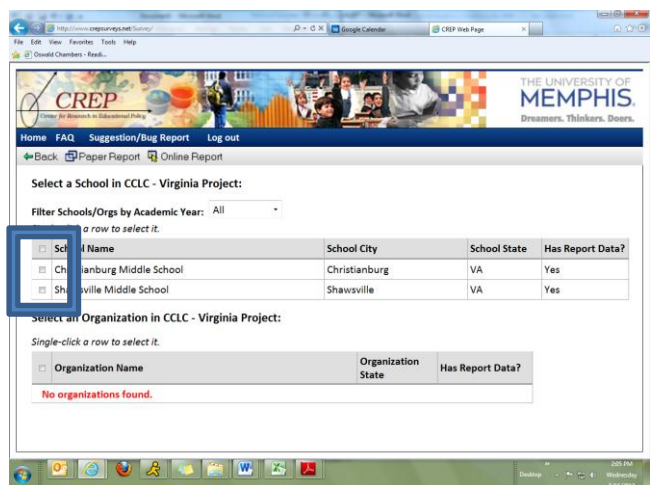
(6) Choose Online Report to view the template online

    1. Click on the plus sign next to *Observations* to expand the section.

    2. Click on the plus sign next to *Annual Local Evaluation Report Template (ALERT)* to expand the section.

    3. Click on the Data Summary link.

    4. SMS will populate the report with the data that you submitted for the selected center.
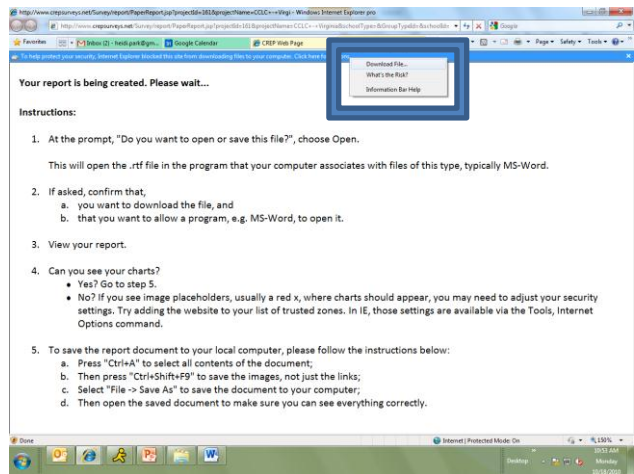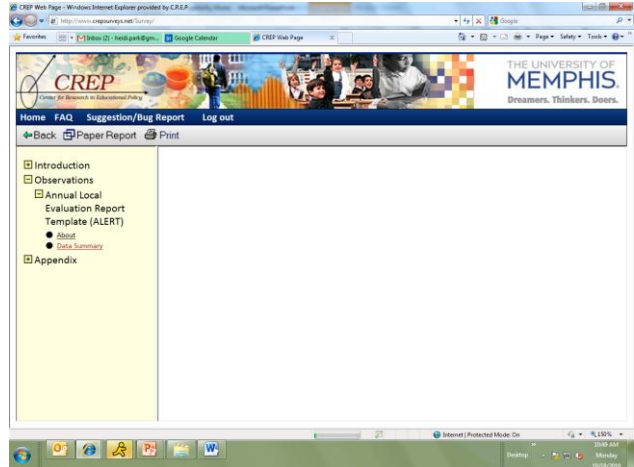
    5. Click on Back to choose another center.

(7) Choose Paper Report to save a printable electronic copy to your computer

    1. Follow the instructions in the next window for downloading the file in MS Word.

    2. Depending on your security settings, a yellow bar may appear at the top of the window asking if you want to download the file.

Requesting assistance

Content

- Contact VDOE.
  - Ms. Diane Jay: Annual Local Evaluation Report Template (ALERT), SSWS Survey, and State Evaluation
    - Diane.Jay@doe.virginia.gov
    - (804) 225-2905
  - Mr. Shady Clark: Regions 1, 2, 3, 4, and 6, PPICS, and Grantee Monitoring
    - Shady.Clark@doe.virginia.gov
    - (804) 225-2901
  - Mr. Duane C. Sergent: Regions 5, 7, and 8, Professional Development, and Coordination of Grant Administration
    - Duane.Sergent@doe.virginia.gov
    - (804) 371-2929
  - Ms. Marsha Granderson: Grants and Reports
    - Marsha.Granderson@doe.virginia.gov
   - (804) 786-1993

Login Issue

- Ensure that your password is compliant with the SMS rules:
    - 10-character rule
    - No spaces
    - Case-sensitive
- Contact Heidi Park at the University of Memphis
    - Fastest route: hmpark@memphis.edu
    - Call between normal business hours: 901-678-1629
    - Ask for Heidi when you call toll-free: 1-866-670-6147
    - Information needed:
        - Grantee & Cohort
            - **Ex:** Richmond City Public Schools C8 (JMHS)
        - Center(s)
            - **Ex:** John Marshall High
        - Name and phone number or email address

Survey Form Issue

- **Ex:** Buttons, general navigation
- Consult these instructions
    - Available on the VDOE webpage for Title IV: 21st Century Community Learning Centers

    - Also available on your *SMS Home Page*
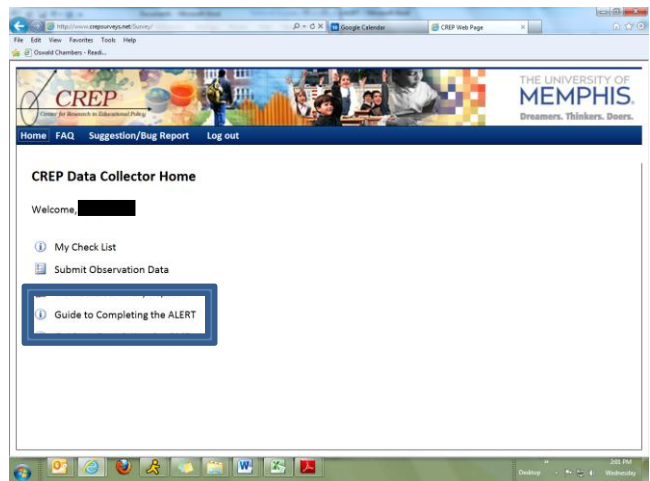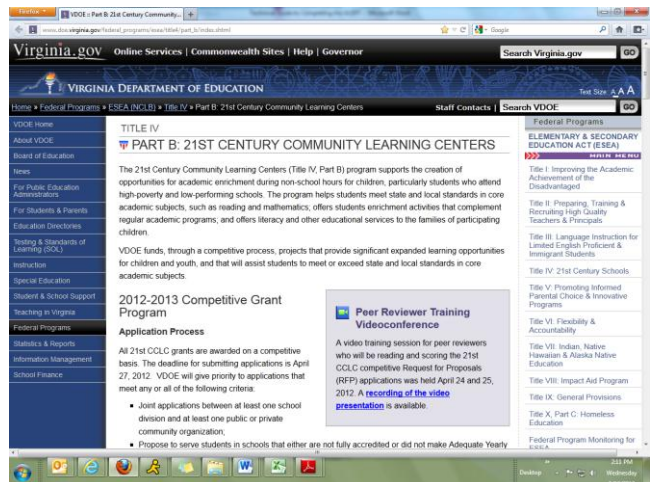
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    - Grantee & Cohort
      - **Ex:** Richmond City Public Schools C8 (JMHS)
    - Center(s)
      - **Ex:** John Marshall High
    - Name and phone number or email address

What is a Suggestion/Bug Report?

- Margie Stevens is CREP's SMS administrator, overseeing all survey and login setup.
  - "If you just want to know the time" (i.e., how to access ALERT), talk to Heidi.
  - "If you want to know how the clock is built" (i.e., how SMS works), talk to Margie.
- She will receive your *Bug reports* and *Suggestions* as e-mails from "COE CREP"
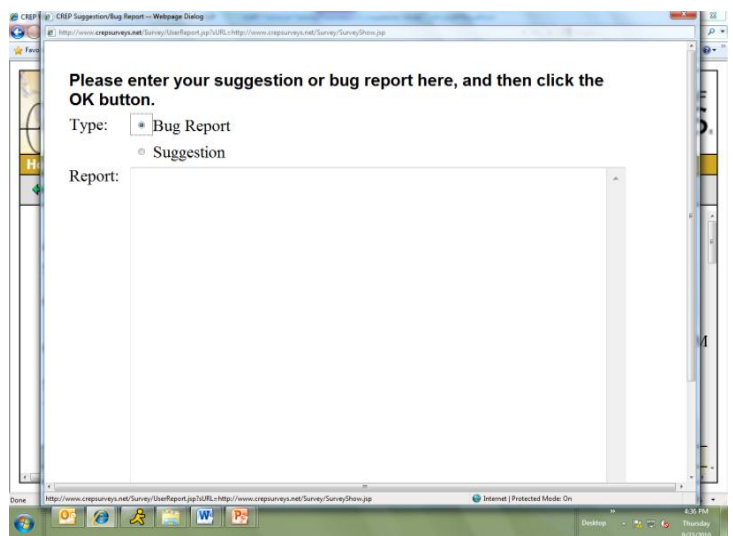 - If you would like a reply, please include your contact information.

Bug Report

- A technical problem with the online form

Suggestion

- Something that you think would be helpful

We welcome your feedback!